

COMMUNITY DEVELOPMENT POLICY

Effective March 17, 2006 there will be new plot plan requirements for all permits submitted to Coconino County Community Development. These requirements are as follows:

FOUR (4) PLOT PLANS are required to be submitted with all building permit applications. Incomplete plot plans will be not be accepted. A checklist will be provided at the time of building permit submittal to ensure all elements are provided and will require signature by applicant to verify all information to be true and correct.

PLOT PLANS MUST BE DRAWN TO SCALE

1" = 20' or 1" = 30' for parcels less than one acre and 1" = 40' or 1" = 50' for parcels over 1 acre. For parcels that exceed 2 ½ acres or of irregular shape, site plan overviews at scales of 1" = 100' are required along with an inset plan of the structure(s) and on-site sewage system at one of the scales identified above.

PLOT PLANS SHALL INCLUDE THE FOLLOWING:

General Property Information: Required

- A.) Property lines and dimensions and street(s) labeled
- B.) Direction of slope on property and the direction of natural drainage
- C.) Slopes that exceed 15%, including any cut banks greater than 4' in height
- D.) North arrow and site plan scale
- E.) Streams, creeks, washes and floodplains

Existing Property Improvements: Required

- A.) Location of all existing structures. Label all structures, show dimensions from structure to property lines and distances between structures
- B.) Location of all existing wells
- C.) Location of all existing drainage facilities
- D.) Location of all existing driveways
- E.) Location of all ingress and egress easements and utility easements (when applicable)

Proposed Property Improvements: Required

- A.) Location and dimensions of all proposed structures in relation to property lines and other structures
- B.) Location of all proposed wells
- C.) Location of all new and existing septic tanks and leach fields.
- D.) Location of all new driveways and road improvements and type of material

- E.) Show all utility connections and line directions:
1. Leach field location
 2. Septic location
 3. Water line location
 4. Gas line location
 5. Liquid propane gas tank location or natural gas meter location
 6. Underground L.P. tank location
 7. Air conditioner location
 8. Electric Meter location
- F.) Retaining wall locations. Areas to be filled (fills in excess of 4' shall be engineered).
- G.) Some subdivisions have Design Review Boards and require that the plans are approved by them before permit may be issued. A list of Home Owner Associations that require approval is maintained at the Department of Community Development,
- H.) Community Development may also require an accurate topography information when necessary.

NOTES: A survey of the lot may be required by the Building Official to verify that the structure(s) is located in accordance with approved plans. (1997 Uniform Building Code, Section 108).